

CIVILIAN HUMAN RESOURCES OFFICE

CIVILIAN CONNECTION

ISSUE #46

NGB-JC
Civilian Human Resources Office
29423 George Ave, Bldg 304
Selfridge ANGB, MI 48045-5249

JANUARY 2012

Please join NGB-CHRO Community of Practice (CoP) located on the Air Force Portal. If you need assistance in joining, please contact Penny Schornack.

Automated Attendant Voice System: 800-645-9416, ext 4700, DSN: 273-4700

The Civilian Connection is published by NGB-CHRO. Your comments and questions are welcome. Please address them to Sandra Sharples at Sandra.Sharples@us.af.mil

Ethnic and Special Observances:

- *Martin Luther King's Birthday: 16 January "Remember! Celebrate! Act! A Day On, Not A Day Off!"*
- *African American/ Black History Month: 1-28 February "Black Women in American Culture and History"*
- *Women's History Month: 1-31 March "Women's Education-Women's Empowerment"*

WEINGARTEN NOTICE

An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be present at any examination of an employee in the unit by a representative of the agency in connection with an investigation if:

- The employee reasonably believes that the examination may result in disciplinary action against the employee; and;
- The employee requests representation.

This right is referred to as the "Weingarten" right, based on the U.S. Supreme Court's private sector labor decision in *NLRB vs J. Weingarten, Inc.*, 420 U.S. 251 (1975).

Upon request for union representation in this situation, management has some options.

- Grant the request, set another time/date and tell the employee to return with his/her representative or management notifies the union that a meeting to question a bargaining unit is going to take place and that the employee has requested union representation.
- Continue the investigation without interviewing the employee.
- Offer the employee a clear choice to either continue without representation or have no interview.

Questions should be addressed to our Employee Relations (EMR) Branch, whose contact information can be found at the top of page 5.

SEXUAL HARASSMENT

Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964.

Prevention is the best tool to eliminate sexual harassment. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. Employers should clearly communicate that it will not be tolerated by establishing an effective complaint or grievance process and taking immediate action when an employee complains.

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly creates an intimidating hostile or offensive work environment. These include but are not limited too:

- Unwelcome touching, jokes, comments or conversations of a sexual nature.
- Unwelcome propositions or requests for a date.
- Remarks of a sexual nature concerning a person's body or clothing.
- Sexually explicit language that is used to describe a person.
- Displaying/circulating sexually oriented materials.

Whenever unlawful discrimination is found, the Air Force IMMEDIATELY eliminates it and neutralizes the effects. Commanders and supervisors who are aware of unlawful discrimination by subordinates but fail to take action may be disciplined (AFI 36-704, Discipline and Adverse Actions).

Questions should be addressed to the EEO Office, Derrick Allen, 240-612-8350, DSN: 612.



Inside this issue:

Recruitment/Staffing	2
Employee Development & Training	3
Classification	4
Employee Relations	5
New Comers	7
Special Recognition	8

STAFFING & RECRUITING

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GUARDING AGAINST PROHIBITED PERSONNEL PRACTICES

The purpose of this article is to reemphasize the importance of following the Merit System Principles and guarding yourself against Prohibited Personnel Practices. The Air Force focuses significant attention on how decisions are made. To that end, it is critical that WE ALL continuously remind ourselves about Merit System Principles and Prohibited Personnel Practices.

The Merit System Principles are nine basic standards that govern the management of the workforce. The principles are part of the Civil Service Reform Act of 1978. This Act requires the Office of Personnel Management to hold Managers and Human Resource officials accountable for efficient and effective Human Resource Management in support of agency missions in accordance with Merit System Principles. These nine principles must be applied when making personnel decisions and effecting personnel actions.

Often, Prohibited Personnel Practices occur unintentionally. They can occur when supervisors do not fully explore all possible avenues in solving human resources-related problems or addressing concerns.

Please visit <http://www.mspb.gov/meritsystemsprinciples.htm> for information on the nine Merit System Principles and <http://www.mspb.gov/ppp/ppp.htm> for guidance on Prohibited Personnel Practices...Use these links to fully educate yourself on these issues or just as a reminder on the processes.

For more information, contact Christine Earl.

DEERS INQUIRY LINE

An employee can call the DEERS Inquiry Line at 1-800-538-9552 to ensure they are in DEERS before attempting to obtain their CAC. When prompted, say "Do something else", then, "Speak to an agent" in order to ensure you are in DEERS and can now obtain your CAC.

EMPLOYEES TO SUBMIT RESUMES VIA AFPERS

Effective 3 January 2012, employee may submit an updated resume via the Air Force Personnel Services (AFPERS) web-site for inclusion in their electronic Official Personnel Folder (e-OPF). Since an updated resume is important for a variety of reasons, employees will have the opportunity to submit an updated resume reflecting employment experience or skills. Employees are to upload their resume ONLY, do not attach any other documents, i.e. transcripts, certifications, VA Letter for Civil Service Employment Preference.

The employee can log into the AFPERS web-site, then select "Career Management", then select "Self-Service", then "Resume Update". A disclaimer statement will appear on the web-site during the submission process that is a "self-certification" whereby the employee acknowledges that the information provided accurately describes the level of experience and capabilities and also understands that deliberate attempts to falsify information may be grounds for not placing them into positions for which identified or dismissal from the position/agency during the probationary period, or other disciplinary action, including termination.

Once an updated resume is submitted, a ticket will automatically be initiated and routed to AFPC/DPI staff who will profile the resume into the e-OPF, normally within 30 calendar days of receipt, and close the ticket, advising the employee that the resume has been received and filed in the e-OPF, with no further action taken.

If you recently provided your resume to CHRO for profiling in the PARIS Miscellaneous library based on earlier guidance, we ask that employees also follow the established process and upload their resumes directly into AFPERS.

For those bases who use the Single Staffing Tool, employees need to understand that no skills coding will be done to their record. Employees who wish to apply for a position in response to a vacancy announcement must continue to follow current application/self-nomination procedures since resumes submitted via AFPERS will not be used for "application" purposes.

For additional information, please refer to HR Advisory 2011-68.

EMPLOYEE DEVELOPMENT AND TRAINING

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Contact:

- Judy Parmentier, DSN: 273-6831 or Judith.Parmentier@us.af.mil



EDUCATION AND CERTIFICATION UPDATES THROUGH THE SELF SERVICE APPLICATION IN MYBIZ

There has been a recent process change for employees using the self service application in MyBiz. AFPC is now requesting documentation to be provided for all education and certification updates so the information can be validated in the system. This was previously required only when the education or certification was a requirement of the job.

ACCURACY OF EMPLOYEE CAREER BRIEFS

Accurate career briefs are required for employees wishing to apply for Civilian Development Educational (CDE) programs. It is the employee's responsibility to ensure their record is updated in a timely manner. Career briefs must be accurate and must correlate with the resume when applying for CDE programs.

UPDATE OF PRIOR MILITARY TRAINING

Prior military training, to include formal (in resident) and informal training is not automatically updated in the employee's career brief. The employee has the option of updating their training record through the self service application in MyBiz or the civilian certificate(s) can be sent to the Civilian Personnel Training Office for update. Each certificate must include the training start and completion date. If the start date is not available the number of course hours is required. For further information, please contact Ms. Judy Parmentier.

AIR FORCE NEW EMPLOYEE ORIENTATION COURSE

The Air Force New Employee Orientation course link has changed. To access the course through the AF Portal: under "Life and Career" select "My Development Plan", under "Training" select "New Employee Orientation (NEO)", under "Related Links" select "New Employee Orientation (NEO)".

To ensure employee's training is updated to reflect completion of the course, the employee must have a CAC and an AF Portal account prior to registering for the course. This identifies the employee and the system will automatically update the training record. If an employee completes the course using a login other than their own, the system cannot identify the employee.

SUPERVISORY TRAINING FOR NEWLY APPOINTED SUPERVISORS

The Code of Federal Regulation requires that each agency provide the initial and continuing development of individuals in supervisory positions. Air Force policy requires that newly appointed supervisors complete initial supervisory training within 180 days of assignment to a supervisory position. This policy applies to all civilians and military who supervise civilian employees. To meet this requirement the AF uses the following three courses:

1. USAF Supervisors Course - provides first-level supervisors with leadership and management skills in supervisory positions.
2. USAF Civilian Personnel Management Course (CPMC) - provides supervisors with background information and an understanding of applicable laws and regulations needed to carry out their personnel management responsibility.
3. USAF Military Personnel Management Course (MPMC) - provides civilian supervisors with the basic knowledge required to supervise military personnel.

CLASSIFICATION

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FOR SUPERVISORS WRITING POSITION DESCRIPTION (AKA COREDOCS)

The first place to look for a COREDOC is the Air Force Standardized Core Personnel Document (SCPD) Library. AF Policy encourages use of SCPDS whenever possible. They are written by representatives of functional areas and meant to cover most commonly performed duties. SCPDS will speed up the process, saving writing/reviewing/re-sending to sign because they are already classified and are intentionally non-specific for more flexibility. However, not every job series is available but they are constantly adding more. Editing is allowed for local use sometimes. It does not allow changes to skills codes or hiring pattern or classification of the position.

The best way to find the site is through the Air Force Portal search engine. Type in "SCPD library", then add it to your Personal Space in the portal. Then, search by job series, i.e 2005 or 0318.

If there is no SCPD, the supervisor should use the COREDOC format to write one...DO NOT HESITATE TO CONTACT US, WE ARE HERE TO HELP. There is no need to reinvent because the SCPD library has a blank template for use, as well as, guides for writing COREDOCS.

For help in obtaining an SCPD or writing a COREDOC, please contact Mr. Dennis Haan or anyone in the classification section.

EXPERIENCE CODING/UPDATING PERSONNEL RECORDS

ALL bases EXCEPT Luke, Hurlbert Field and AFMC bases are using the Single Staffing Tool (SST), the resume-based staffing process. The Civilian Career Brief is not used to Staff positions for bases using the SST. The resume should provide the individual's employment history, position experience and skill information; therefore, installations using the SST DO NOT require skills code updates. It is important to keep your resume updated since it is now the tool used to Staff positions. AFPC/DPIC will ONLY code experience update requests for employees who are currently assigned to Luke, Hurlbert Field, Edwards, Hanscom, Kirtland, or Eglin.

On 13 July 2011, SAF/AQH implemented an Acquisition Career Management System (ACMS) to document past acquisition experience. AFPC/DPIC will no longer accept requests to update adjudicated acquisition experience in DCPDS. Employees should send requests to their MAJCOM APDP functional managers for input and reflected in ACMS. If you have questions concerning this new system, you can contact SAF/AQH for assistance.

Please utilize MyBiz, the self-serve application, to submit your education, training, certifications and licenses to ensure your records are kept current. Should any additional information be required, you will be contacted via e-mail. If you have problems with accessing MyBiz, contact the Personnel Systems Operations Control Center (PSOCC) at DSN: 665-5004 or toll free 1-800-525-0102, and follow the prompts, or send an e-mail PSOCC.SD@us.af.mil.

EMPLOYEE RELATIONS

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AFFORDABLE CARE ACT (ACA)

Effective 1 January 2011, several provisions of the Affordable Care Act (ACA), Public Law 111-149 was implemented for appropriated civilian employees. These provisions affect eligibility and benefits under the Federal Employees Health Benefits (FEHB) and Federal Flexible Spending Account (FSAFEDS) programs. The ACA does not affect or change the Federal Dental and Vision Program (FEDVIP). Once the provisions of the ACA change, FEHB dependent eligibility rules allow children to remain covered under their parents' FEHB plan until the age of 26. This includes married children; however, it does not include spouses and children of married child. This provision also removes the residency and dependency requirements and allows children who currently have, or are eligible for, their own insurance to be placed on their parent's FEHB plans.

For additional information: <https://gum.afpc.randolph.af.mil> key word search: 14343. Employees who wish to add their eligible children should contact the Benefits and Entitlements Service Team (BEST) at 1-800-525-0102 for further information and procedures.

WHAT STEPS DO I NEED TO TAKE TO RETIRE?

The first step before retiring is to review retirement information via the AFPC website from the link provided: <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>. Once you have loaded the site, click on the "Civilian" tab. Next, on the left side of the screen find and click "Benefits and Entitlements". Now scroll down to the retirement section and click on "Retirement FAQ's". Under the heading "Where can I find general retirement information?" click on the link within the sentence. The link will help you plan for your retirement, give instructions on how to receive a retirement estimate, and how to apply for retirement, as well as, the forms. Estimates are obtained from the BEST automated phone system, 1-800-525-0102, or the Employee Benefits Information System (EBIS) web application (for instructions on how to access EBIS, please follow the link provided https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/pssstdadp.php?p_faaid=4872&p_sid=6xP292mk&p_lva=13273&pid=3351&cid1=3368&cid2=3377 . If you are a firefighter, air traffic controller, law enforcement officer, or retired military who is combining military and civilian service, it is recommended that you use the EBIS web application.

Within one year of your retirement, it is highly encouraged to contact BEST and speak with a benefits counselor regarding the results of any estimate received from the automated system. The counselor generated estimates are limited to certain types of services and are limited to once every three years; therefore, please verify your estimate before retirement. Next, 90 to 120 days in advance of your retirement date, send your completed retirement forms, from the first link provided above, to BEST, the mailing address is provided below. Lastly, you will need to inform management of your retirement decision since management will need to initiate an electronic Request for Personnel Action (RPA).

BEST mailing address is: AFPC/DCIRB, 550 C Street West, Ste 57, Randolph AFB, TX, 78150-4759.
BEST fax number: DSN: 665-2936 or 210-565-2936.

A retirement counselor can be reached at 1-800-525-0102, hours: Sunday 3:00 p.m. to 11 p.m., Monday through Thursday 7 a.m. to 11 p.m., and Friday 7 a.m. to 6 p.m. central time.

CIVILIAN SELF-SERVICE AWARDS

MyBiz has a tool, "Awards Updates", which allows you to have the option to update your non-monetary awards directly into DCPDS or have our office update your award. This self-service tool allows you to view awards and bonuses, and add or delete non-monetary awards in your personnel record. This does not include updating monetary awards such as Notable Achievement, Special Act or Service, and Time-Off awards. Prior to this initiative, you submitted requests for award updates to our office, as applicable via fax, e-mail, or in-person using an approved award certificate or other award documentation.

Any changes you make to your award information using MyBiz will update the personnel data system and be immediately reflected in your personnel record for you and your supervisor to view. Changes will be reflected on your Air Force Civilian Career Brief the following day. You can access your Air Force Career Brief by logging into the Common Access Card (CAC) enabled AFPC Secure. You are strongly encouraged to review your inputs for accuracy before submitting them. Knowingly entering false or misleading information may result in a disciplinary action.

When you view your award information in MyBiz, you will see a column titled "Award Update Source". The Award Update Source identifies whether or not your award was verified. When you update your award information using MyBiz, the Award Update Source column will reflect "Self Certified". When we update your information, the Award Update Source column will reflect "Verified". All existing award data previously input in DCPDS prior to 23 June 2010 are considered verified and will have the Award Update Source column displayed as "Verified". A summary of these codes are as follows:

- Self Certified—you input the entry through the DCPDS MyBiz Self-Service module. An Award Update Source code of self-certified is restricted to your updates only. Please note the pay period you made this entry and notify your HR of the date you made the entry.
- Verified—our office has input and validated the entry with completed award documentation.

Supervisors, you may "view" your employees' appointment, position, personal, salary, awards and bonuses, performance, personnel actions, emergency contact, education, training, and certification and license information using MyWorkplace in DCPDS. To view your employees' award information in MyWorkplace, go to the DCPDS Portal. After you have logged in, click on MyWorkplace, then click on "My Employee Information". You will see a list of your employees assigned to you. Select the employee who's information you want to view, then select the "Awards and Bonuses" tab. Scroll down, then click on "View Awards Changes". This screen will display the employee's "Awards and Bonuses" information, but as view only. You may not update or change your employee's information.

If you have problems with accessing MyBiz, contact the Personnel Systems Operations Control Center at DSN: 665-5004, COMM: 210-565-5004, or toll free: 1-800-525-0102, option 8, then option 2.

VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

"I would like to thank all employees who donated leave through the Voluntary Leave Transfer Program (VLTP) during my time of need, thank you." - Iris Jackson

NEW COMERS

JANUARY 2012



Welcome!

Jessica Brown
Andrews AFB, MD
Jane Burge
Arlington, VA
Dale Carson
Tyndall AFB, FL
David Connell
McGhee/Tyson, TN
Jerry Eakle
McConnell AFB, KS
Christopher Esoldo
Shona Evans
Arlington, VA
Andrews AFB, MD
Teresa Fitzpatrick
Andrews AFB, MD
Kenneth Forche
Courtney Grant
Andrews AFB, MD
Lindsey Green
Selfridge ANGB, MI
Mackey Housman
McConnell AFB, KS
David Jansen
McConnell AFB, KS
Willie Jefferson
Tyndall AFB, FL
Scott Johnson
Andrews AFB, MD
Ronald Keefer
Andrews AFB, MD
Robert Krahn
McGhee/Tyson, TN
Michael Laschak
Andrews AFB, MD
Donna Lehmann
Arlington, VA

Anthony Marsico
Arlington, VA
Eric McAlister
Tyndall AFB, FL
Jason Mehlenbacher
Selfridge ANGB, MI
Cheryl Melendez
Andrews AFB, MD
Kevin Nutter
Forbes Fld, KS
Peter Owen
Selfridge ANGB, MI
William Painter
Minot AFB, ND
Sandra Peterson
Arlington, VA
Kyle Pike
McConnell AFB, KS
Cathy Rico
Andrews AFB, MD
Michael Sema
Harrisburg, PA
Wayne Sexton
Cheyenne, WY
Charles Squire
Forbes Fld, KS
Rebecca Stark
Arlington, VA
Antuan Thompson
Andrews AFB, MD
Joseph Vandezande
McConnell AFB, KS
Michael Vernon
Andrews AFB, MD
Mark Welte
McConnell AFB, KS

SPECIAL RECOGNITION

JANUARY 2012

Retirements

Good Luck!

Joyce Brown
Tyndall AFB, FL
Mary Dall
Tyndall AFB, FL
Paul Gibala
Selfridge ANGB, MI
Matthew Hartman
Andrews AFB, MD
Vicky Hill
Tyndall AFB, FL
Richard Lawrence
Otis AGB, MA
Donald Lawson
Alexandria, LA
Catherine Nolan
Tyndall AFB, FL
Catherine Plumber
Otis AGB, MA
Eric Reeve
Selfridge ANGB, MI
Edward Roach
Andrews AFB, MD

Length of Service

10 Years

Francis Bugay
Kenneth Crutchfield
George Enslow
Jerome Francis
Darrell Howell
Gary Mattern
Chad Morgan
Russell Powledge
Brian Rajigah
Emory Sims
Keith Vasicek
Valerie Ward

20 Years

Eugene Bradeen
Thomas Cook
Rae Lynn Cramer
Thomas Crozier
Ronald Duffie
Brenda Lewis
Antoine Malvoisin
Lori Parrish

30 Years

Paul Albertson
Matthew Hartman
Sandra Ivins
Peter Morrison
Deborah Newland
Denise Perris
Ernest Williams

40 Years

Michael Murphy

Congratulations!